

Received:	
Decision:	
Notified:	

**HOME PURCHASE SCHEME****APPLICATION FORM****APPLICANT DETAILS**

Name:	
Home Address:	
Postcode:	
Contact Telephone:	
Email Address:	

**PROPERTY DETAILS**

1. Address:	
Postcode:	
2. No of Bedrooms:	
3a. Property Type (e.g Flat/House/4-in-block/Tower/Specialist Housing):	
3b. If 4 in a block please provide all numbers within the block and if upper or lower floor?	
4. Please provide name and address of all property owners (if required please use separate sheet).	
5. Please indicate if all owners are aware application being made:	YES/NO
6. Is the property currently vacant? <i>(We are only able to consider properties that will be vacant at time of sale)</i>	YES/NO
6b. <i>If answer to 6a is YES please provide date property vacant from:</i>	
7a. Is the property being or has the property been Marketed by an Estate Agent or Solicitor?	YES/NO

7b. If answer to 7a is YES please provide the date the property was first put onto Open Market for Sale?	
8. Has the property been adapted, i.e. wet room, stair-lift, ramps etc.	YES/NO
Have you carried out any alterations that would require consent or permission? If yes please provide details:	YES/NO
Has the property had any energy efficiency measures installed? If yes please provide details:	YES/NO
9a. Does the property have a valid Home Report? <i><u>A Home Report is required before the application can be fully considered.</u></i>	
9b. What price would you be willing to accept for the property?	
10. Are you a Private Landlord?  If you have answered yes please confirm if this property has been let privately and date the last tenancy was terminated?	
11. Please provide your reason for applying to Scheme:	
12. Please provide your Solicitor/Estate Agent details:	

**NB: The Council require vacant possession of any property they agree to purchase. If the property is not currently empty and no alternative accommodation has been secured by the current resident then the application will not progress.**

### **APPLICANT AGREEMENT**

The information you provide on this form will be held on our Empty Home Purchase Scheme Database. It will be used for the purpose of assessing and processing your application. The information will be held securely and will be used in accordance with the Data Protection Act 1998.

The Council will use your information for the following purposes:

- To decide if the property is eligible for the Scheme
- To produce reports required for administration and monitoring purposes
- To gather statistical information for future planning
- To undertake quality assurance audits, including ensuring that the information you have provided has been properly recorded
- Data may also be matched with data held on other computer systems for the prevention and detection of fraud and to assist applicants who may benefit from services provided by East Ayrshire Council's Housing and Social Work Services.
- To make necessary checks in relation to Sundry Debt owed to the Council, including Private Sector Housing Grant and Council Tax arrears.
- Any outstanding debt identified as being owed to the Council will be deducted from sale proceeds prior to settlement.
- The Council are under **no obligation** to purchase your property. You can market your property for sale or let while the Council considers your application for purchase if you wish to do so.

Please sign and date your application in the box below to indicate you agree with the above and that the information contained in your application is accurate.

<b>Signed:</b>	
<b>Date:</b>	

**COMPLETED FORMS SHOULD BE RETURNED TO:**

Dawn Cadwell

Empty Homes Officer

Tel: - 07785 446 115

[Dawn.cadwell@east-ayrshire.gov.uk](mailto:Dawn.cadwell@east-ayrshire.gov.uk)